

Admission to Secondary School 2024/25



Apply online www.rotherham.gov.uk/schools



Apply by post
Closing Date 31 October 2023

Telephone 01709 823777 to request an application form

Letter from the Strategic Director for Children and Young People's Services

Dear Parent(s)/Carer(s)

The education of Children and Young People is a priority for us in Rotherham. We aim to give your child the best possible learning opportunities and work with you as partners in your child's learning.

Moving on to secondary school is an important and exciting step in the life of any child. This booklet provides an explanation of the procedures for you to follow at this important point time. It shows how you as parent(s) or carer(s) can be involved in ensuring that your child has a successful transfer to secondary school. The booklet summarises the schools' policies for the allocation of secondary school places. It also refers to some of the other policies which may affect your child either immediately or at some during their secondary education.

I hope that you find this booklet helpful, if you need further advice, staff in primary and secondary schools and in Children and Young People's Services will do all they can to help ensure a smooth transfer for your child.

Yours sincerely

Strategic Director

Children and Young People's Services

INTRODUCTION

This booklet gives full details on **how to apply for a secondary school place for your child**. You are encouraged to read and take account of the information and advice within this booklet **before** submitting your application.

Rotherham operates a co-ordinated scheme which will result in most children only receiving one offer of a place. The information applies to all children born on or between 1st September 2012 and 31st August 2013 who should be moving on to Secondary School in 2024.

All schools in Rotherham will use an 'equal preference' system for the assessment of a potential place. Further information is provided within this booklet.

Details of the action you must take

- 1
 - a) Apply online at www.rotherham.gov.uk/schools or alternatively
 - b) Request a paper application form from the Admissions Team and apply by post
- 2 If you are applying for a place at any church school for your child, you must also complete the appropriate Supplementary Information Form (SIF). You should forward this, along with any further evidence requested by your preferred school (e.g., baptismal certificate), directly to each church school you have named on your application. The Admission Authorities for each church school will use this information to categorise your child's application against their admission criteria.
- 3 The Common Application Form must be returned to:
Admissions Team
Children and Young People's Services
Riverside House
Main Street
Rotherham
S60 1AE
- 4 The National Closing date for applications is the **31 October 2023**.
- 5 Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g., utility/council tax bill).
- 6 On **1 March 2024** an email will be sent to you if you applied online, or a letter will be posted to your home address if you applied by post or did not request an email on your online application. This letter or email will notify you which school your child has been allocated.

The information contained in this booklet was compiled in the period within two months of its publication. It has been made available at least six weeks before the national closing date for receipt of applications for the school year to which the information relates..

The information on the Local Authority policies and procedures and those of each Admission Authority referred to in this booklet are correct at the time of publication. It should not be assumed, however, that there will be no change before the start of, or during, the school year to which the information relates or in relation to subsequent school years.

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Section 1

TERMINOLOGY

Admission Appeal

If a parent is not offered a place for their child at a school which they named as a higher preference on their application form than the school allocated, then they have a legal right for their preference to be further considered by an independent appeal panel.

Admission Arrangements

All the procedures, criteria and publications which must be put in place by the Admission Authority for a particular school in order to process applications for admission to that school. Admission arrangements will determine whether a child is eligible for admission to a school.

Admission Arrangements for each school must be published on the individual school website.

Admission Authority

The Admission Authority responsible for determining the admissions arrangements for a school is as follows:

- for schools which are an Academy this is the Academy Trustees
- for Church of England or Catholic Schools this is the Governing Body
- for maintained schools this is the Local Authority (LA)

Admission Criteria

The rules, which govern who should and should not be offered a place at an oversubscribed school. The Admissions Criteria is determined by the Admission Authority.

Admission Number

The number of children in any relevant age group intended to be admitted in any school year as determined by an admission authority.

Admission Round

The procedure, arrangements and timetable whereby parents have to submit their application, naming their preferred schools, in order to receive the single offer of a school place from the Local Authority on the National Offer Day.

Admission Year

The school year to which the admission arrangements apply.

Allocation of a School Place

This is where the single offer of a place at a school is made and therefore the child's name is placed on the list of admissions to that particular school.

Common Application Form

The term 'common application form' is used throughout this booklet and refers to the online application form or the paper common application form. This is the form on which parents/carers are required to express their school preferences and give reasons for those preferences. It is referred to as common because it allows parents to name schools administered by different admission authorities including schools outside of Rotherham.

Co-ordinated Scheme for Admission to School

This is a method for determining, from potential offers for school places, which is going to be the single offer of a place communicated to parents.

Eligible for Admission

This is where a child can be offered a place at a school either because:

- the number of applications for the school is below the admission number; or
- it is oversubscribed but the child meets the requirements of the admission criteria when compared to other children, within the admission number.

Home Authority

The local authority within whose area a child resides.

Maintaining Authority

The Local Authority within whose area a school is situated and for which they are responsible.

National Closing Date

For Admission to Secondary School in 2024, the Government has deemed that the National Closing Date for receipt of applications will be 31st October 2023.

National Offer Day

The day each year on which an authority's single offer of a secondary school place is communicated to parents within the co-ordinated scheme. For admission to secondary school the National Offer Day is prescribed in Regulations as 1 March, except where this day falls on a Saturday or Sunday. In 2024 letters or emails will be issued on 1 March.

Net Capacity

The net capacity of a school is the total number of places available for children. In order to calculate the net capacity a formula issued by the Department for Education is used.

Notice of Appeal

The form to be completed by the parent and submitted to the Appeal Clerk to request an independent appeal for a school for which the parent/carer has applied and not been offered a place for their child.

Oversubscribed

Where the number of applications for the relevant year group in an admission year exceeds the published admission number.

Preference

Legislation requires that parent(s)/carer(s) must be able to indicate which school(s) they would prefer their child to attend and to give reasons for their preference. All Admission Authorities will be operating an 'equal preference' system in relation to all preferences for schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the order of preference. (See also Ranking).

Potential Offer of a School Place

Where a child is eligible for admission to a school the Authority could offer a place at that school. Whether a place is offered depends on the co-ordinated scheme for admission arrangements.

Ranking

The order in which parents list their three preferences on the Common Application Form to enable the Authority to determine the single offer of a school place.

Relevant Year Groups

The year group into which children are admitted as an outcome of the admissions round. The children will be of the same age group i.e. those born on or between 1st September and 31st August in the same school year.

Year Group	Admission Year	Date of Birth
Reception/Foundation Stage 2 (Infant & Primary)	2024	01/09/2019 to 31/08/2020
Year 3 (Junior)	2024	01/09/2016 to 31/08/2017
Year 7 (Secondary)	2024	01/09/2012 to 31/08/2013

Single Offer of a School Place

The one offer of a place at a school which is made to a parent from the potential offers available based on the ranking of the preference(s) expressed.

Supplementary Information Form

This is information that a Church of England or Catholic school/academy school requires about a child's/family's religious affiliations and will be used to determine eligibility for admission where the school is oversubscribed.

Transfer (In-year)

The movement from one school to another which is outside of the initial admissions process for the relevant year groups above (those made after the 1st September in the year of entry) and for all other year groups. Commonly referred to as in-year school transfer requests.

Section 2

WHAT ARE ROTHERHAM'S ADMISSION ARRANGEMENTS?

The Government issued legislation which resulted in us co-ordinating the procedure for admission to school for all Rotherham residents.

The process makes school admissions fairer for all parents* and improves the admission processes that parents often find stressful. Our aim was to produce an admissions system which was streamlined and reduces the number of application forms parents had to complete where they applied for more than one school.

We co-ordinate our admission arrangements with all other local authorities.

Please be aware that other local authorities may have different admission arrangements to Rotherham therefore if you are including a school in another local authority area on your application, we **strongly** advise you to check this with the relevant authority. You should then make sure you submit your application, via Rotherham, by the closing date. Failure to do so may mean your application is deemed as a late application by the other local authority which may affect your chances of obtaining a place at your preferred school.

Every parent of a child resident in Rotherham who has applied for a school place in any area listed above will receive a single offer of a secondary school place on the same day from their home Authority**.

Please note:

* All references to 'parents' also refers to carer(s)/guardian(s) who have parental responsibility for the child.

** All references to 'the Authority' relates to Rotherham Local Authority

Key points are:

- A Common Application Form for all secondary schools
- **ALL** applications for Rotherham residents should be returned to the Admissions Team including those which name a school in another local authority area.
- Equal ranked preferences for all schools. This means that all applications for an individual school will be assessed according to the admissions criteria and no priority will be given according to the ranking. Therefore, if your catchment area school is named as your 3rd preference your child's name will be higher up the list for that school than someone who falls into a lower category and who may have named the same school as their 1st or 2nd preference
- Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (i.e., utility/council tax bill, tenancy agreement, driving licence, child benefit letter).
- You can apply online at www.rotherham.gov.uk/schools or you can apply using the Common Application Form
- Other local authorities may have different admission arrangements to Rotherham
- Parents to receive a single offer of a school place
- All offers of a school place to be made by the home authority on behalf of the admission authority for the school
- All offers of a school place to be sent to parents on the same day

The admission arrangements follow a four-step process

- Step One** A parent expresses preferences for up to three secondary schools and names these school in their order of preference on the application form
- Step Two** The admission criteria agreed by the relevant admission authority for each school named will determine whether or not a child is eligible for admission to that school.
- Step Three** A child could be eligible for admission to more than one school. For each school where a child is eligible for admission, there is a potential offer of a place. The school at which a place will be offered will depend upon the order the schools are named on the Common Application Form.
- Step Four** The parent of a child resident in Rotherham who has completed a Common Application Form receives a written offer of a school place from Rotherham Authority on **1 March 2024**.

This booklet contains information, which describes the process in more detail, and you are strongly advised to read the booklet **before** you apply for your secondary schools.

You may wish to refer to the **Terminology** in Section 1 to understand some parts of the admissions process which are explained in the rest of this booklet.

Section 3

HOW THE ARRANGEMENTS WORK

The co-ordinated scheme for admission to secondary school is designed to enable you to apply for up to three secondary schools and to receive a single offer of a school place where your child is eligible. All schools will also be operating an 'equal preference' system in relation to all preferences.

A full copy of the Co-ordinated Scheme for the Admission Arrangements for Secondary Schools 2024/25 is available on the Local Authority website www.rotherham.gov.uk/schools or upon request from the Admissions Team on 01709 823777.

You will only have to submit one Common Application Form in order to apply for a place at any three secondary schools within or outside of Rotherham. You should apply by the closing date. A single offer of a school place for your child will be posted or emailed (if you applied online) on 1 March 2024.

This is how the co-ordinated scheme works

- 1) You decide which three schools you would prefer your child to attend.
- 2) Having decided on your three schools you have to state which is your first, second and third preference. You will need to write your three preferred schools in Section 2 of the Common Application Form, taking care to ensure that they are ranked in your order of preference.

1 st preference school	School A
2 nd preference school	School B
3 rd preference school	School C

Please provide full details of your reasons for choosing each school in the appropriate boxes on your application. You may continue on a separate sheet.

- 3) The appropriate admission authority will determine whether or not there is a place for your child at each of the three schools you have stated on the Common Application Form. If there is a place available for your child at a school, then your child is 'eligible for admission' to that school and this creates a potential offer of a school place. If you have stated three schools on the Common Application Form your child could be eligible for admission to none, one, two or three schools. Section 5 explains how it is determined whether your child is eligible for admission at a secondary school.
- 4) The outcome of your application will be one of the following eight possibilities

Preferred Schools in rank order		The 8 Possible Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	N	N	P	P	P	N	N
2 nd	School B	P	P	N	P	N	N	P	N
3 rd	School C	P	P	P	N	P	N	N	N

Key

P Place available – your child is eligible for admission which creates a potential offer.

N School oversubscribed – your child is not eligible for admission in accordance with the admission criteria.

Each of the eight outcomes shows whether or not your child is eligible for admission at a school and which highest preferred school could be offered. Each of the eight outcomes is explained below.

- Outcome 1** Your child is eligible for admission to all three schools. Your highest preferred school is School A so the single offer of a school place will be made for School A.
- Outcome 2** Your child is eligible for admission to schools B and C. Your child is not eligible for admission to School A, therefore the single offer of a place will be for School B.
- Outcome 3** Your child is only eligible for admission to School C therefore this is the school for which you will receive the single offer of a school place.
- Outcome 4** Your child is eligible for admission to your two highest preferred schools. The highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 5** Your child is eligible for admission to Schools A and C. Your highest preferred school is School A for which you will receive the single offer of a place.
- Outcome 6** Your child is only eligible for admission to the highest preferred school which is School A. You will receive the single offer of a place at this school.
- Outcome 7** The highest preferred school for which your child is eligible for admission is School B. You will receive the single offer of a place at School B.
- Outcome 8** Unfortunately, in some circumstances your child may not be eligible for admission at any of the three schools you have named. In this instance where no single offer of a place can be made for any of the preferences on the Common Application Form, a place will be allocated to your child at the catchment school, if places are available, or the nearest school in Rotherham with places available. This outcome only applies to Rotherham residents and this allocation of a place will not be made to residents in other local authorities.

Please note:

In outcomes 1, 4, 5 and 6 your child is eligible for admission to the highest preferred school as named on your common application form, it does not matter whether or not your child is eligible for a school named as a lower preference. Any potential offer of a lower preference may then be given to another child as part of the allocation process.

Section 4

INFORMATION ON ALL SCHOOLS AND HOW TO DECIDE WHICH SCHOOLS TO APPLY FOR

Before you decide which schools you would like to apply for it is important that you understand more about the schools in the Rotherham area.

All the secondary schools in Rotherham are co-educational day schools and have a comprehensive entry; this means there is no selection for places on the basis of ability or aptitude.

Categories of Schools

Rotherham Local Authority is not the Admission Authority for any secondary school in Rotherham

There are 15 Academies and 1 Voluntary Aided Catholic High School in Rotherham.

In this Section you will find contact details for all secondary schools within the Rotherham area.

Voluntary Aided	<p>This is a school established by the Church authorities. In Rotherham the voluntary organisation involved is the Catholic Church.</p> <p>The school governing body are the Admissions Authority and are responsible for determining the admission arrangements and criteria for their school. The Local Authority will however make the offer of a place on behalf of the governing body in the normal admission round.</p>
Academy	<p>An Academy is a publicly funded school, independent of Local Authority control, providing education to children of all abilities. Academy Trusts are established by schools and may have sponsors from business, faith or voluntary groups working with partners from the local community. Academies provide a teaching and learning environment and offer a broad and balanced curriculum. Each Academy is set up as a company limited by guarantee with charitable status and will have a board of governors / trustees responsible for the governance and strategic leadership of the school.</p> <p>The relevant Academy Trust are the Admissions Authority and are therefore responsible for determining the admission arrangements and criteria for their school(s). The Local Authority will however make the offer of a place on behalf of the Academy Trust in the normal admission round.</p>

The information in this booklet was correct at the time of publication.

Which School?

In order to make an informed decision about which are the preferred schools for your child, you need to be aware of the variety of information available about each secondary school and the ways in which you can access that information.

The table in this section shows the names and addresses of all the secondary schools in Rotherham together with additional information on school size and type, age range of pupils, etc. More detailed information is provided in each school prospectus, available free of charge from the school.

The Department for Education has a website with a specific section for parents. The address is **www.education.gov.uk** and includes advice on expressing preferences and information on performance tables.

The Office for Standards in Education (Ofsted) is responsible for inspecting and producing reports on all schools. The report is an external and independent view of what is good and not so good about a school compared to other schools. If you want a copy of the report for a particular school you should contact that school who must make available a copy of the report, but there may be a small charge to cover administrative costs. Ofsted reports can also be downloaded from www.ofsted.gov.uk

You are advised that performance tables should not be used as the sole guide in deciding which your preferred schools are, the wider educational experience offered by each school should also be carefully considered.

You will need to consider whether the school is a reasonable distance from your home and how your child will get to school. The Council's Home to School Transport Policy can be accessed at www.rotherham.gov.uk/homepage/74/school-transport-and-travel

You need to decide what the important factors are for you and your child. You may consider the following information useful when deciding which schools to include on the Common Application Form.

School Prospectus - All schools must publish a school prospectus giving information on:

- the school curriculum (including religious education, collective worship and sex education) and any other policy in respect to the teaching provided for children, including the monitoring of progress for children
- arrangements for children with special educational needs
- arrangements for children who are Looked After by a Local Authority
- the ethos and values of the school
- complaints procedure
- charges for any additional school activities
- attendance home/school arrangements
- child protection
- the school behaviour policy.

You should contact the relevant school to obtain a copy free of charge.

Visiting a School

You may wish to visit schools to have a look at the facilities and to speak to staff. You should contact the school to arrange an appointment, or you may contact the school to find out when they are holding a parents' evening.

You may wish to ask the following questions regarding any schools you are considering:

- What are the average class sizes in the school?
- How does the school monitor progress and how is this reported to parents?
- What help will be given to a child who has difficulty with a particular subject?
- How are children with special educational needs catered for?
- Does the school make special provision for gifted and talented children?

- How does the school recognise and reward achievement?
- What extra-curricular activities are there?
- Can books be borrowed to take home?
- Does the school set homework?
- What is the school's dress code?

You may wish to consider these points when you have visited a school:

- Were you given a friendly welcome from staff and children?
- Were you provided with up-to-date and useful information?
- Were you given the opportunity to ask relevant questions and were these answered well?
- Was the school well equipped?
- Did children have unlimited access to books and materials?
- Were there well-presented displays of children's work throughout the school?
- Were the children active and happy?

Catchment Areas

When considering which schools to include on the Common Application Form you may wish to know in which school's catchment area your home address lies. Your home address will usually only fall into one school catchment area and, as this information is too large to publish in this booklet, it can be obtained by contacting the School Organisation Officer on 01709 254831 or via our website [RMBC Mapping \(rotherham.gov.uk\)](http://RMBC Mapping (rotherham.gov.uk))

You may request a copy of a map showing the catchment area of a particular school(s) by telephoning 01709 254831.

You are strongly advised to confirm this information direct from the School Organisation or Admissions Teams and not from any other source.

Considering your preferences

When making your preferences on the Common Application Form you should take into account whether your child has a reasonable chance of being offered a place at any of your preferred schools i.e. is your child likely to be eligible for a place. Whilst this is not possible to predict with total accuracy you need to be aware of the following when considering your preferences:

- if you live in the catchment area
- which criteria your child will be placed in for each school
- whether the school was oversubscribed in the previous year
- the number of places allocated in each admission criteria

Further information in relation to the previous year's allocations can be found later in this booklet.

Special Educational Needs

Most children can cope well in their secondary school and some children will be given help by the special educational needs support services within and available to their school. The Educational Psychology Service can give other support and advice to schools. Parents/carers should always inform the school of any concerns that they may have about their child.

If your child is the subject of an Education, Health and Care Plan (EHCP), an Annual Review of their special educational needs will take place during the academic year 2023/24. This Annual review is particularly important as your child is in the final year of primary age education and it is important that plans are made for the year when they reach secondary age. The review will take into account your views and may make any one of the following recommendations:

- i) that your child may continue to require an EHCP following transfer to a secondary school
- ii) that your child's special educational needs can be met by a secondary school within its own resources and with help from commonly available support services. This may result in a decision that your child's Plan can be ceased
- iii) that your child's needs would be most appropriately met in a special school or unit, and not in a mainstream secondary school. Such a recommendation will only happen where a child has extensive special educational needs, and you would be fully involved in these discussions and recommendations.

You will be notified as soon as possible of the Authority's recommendation arising from the Annual Review, and of your right to appeal to an independent Tribunal if you wish to do so.

If your child has/will continue to have an EHCP please contact your assessment co-ordinator to express your preference of secondary school as part of the annual review process.

If your child does not/will not have an EHCP, then you must apply via the Authority's School Admissions Team naming your preferred secondary school by the closing date for receipt of applications.

If you have any concerns about Special Educational Needs, Assessments, or EHCPs, you should discuss this with your child's school or you can contact the Education, Health and Care Planning Team on 01709 822660 or email assent@rotherham.gov.uk.

Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child later/earlier than the normal date for admission based on the child's date of birth. In such cases a request must be made in writing via the School Admissions Team, Children and Young People's Services, giving full details. Consultation will then take place with the Head Teacher of the preferred school. The advice of the Head Teacher of the child's primary school may also be requested. The full details of the application will then be considered.

Parents will need to submit their request well in advance since it will be necessary to complete a Common Application Form for entry into any school within the usual cycle for admissions for the particular year. For further advice on entry outside your child's normal year group you should contact the Admissions Team on 01709 823777.

Role of the Local Admissions Forum

The Local Admissions Forum enables admissions authorities and other key interested parties to get together to discuss the effectiveness of local admission arrangements, seek agreement on how to deal with difficult admissions issues and advise admission authorities on ways in which their arrangements can be improved.

Raising of the Participation Age for Secondary School

Young people are required to continue in education or training until their 18th birthday. Raising of the participation age does not mean young people must stay in school; they can either stay in full-time education, such as school, college or home education, do an apprenticeship or go into full-time employment or voluntary work alongside accredited part-time education or training

Sixth Form Provision

The secondary schools which have sixth form provision for children aged 16-19 years are:

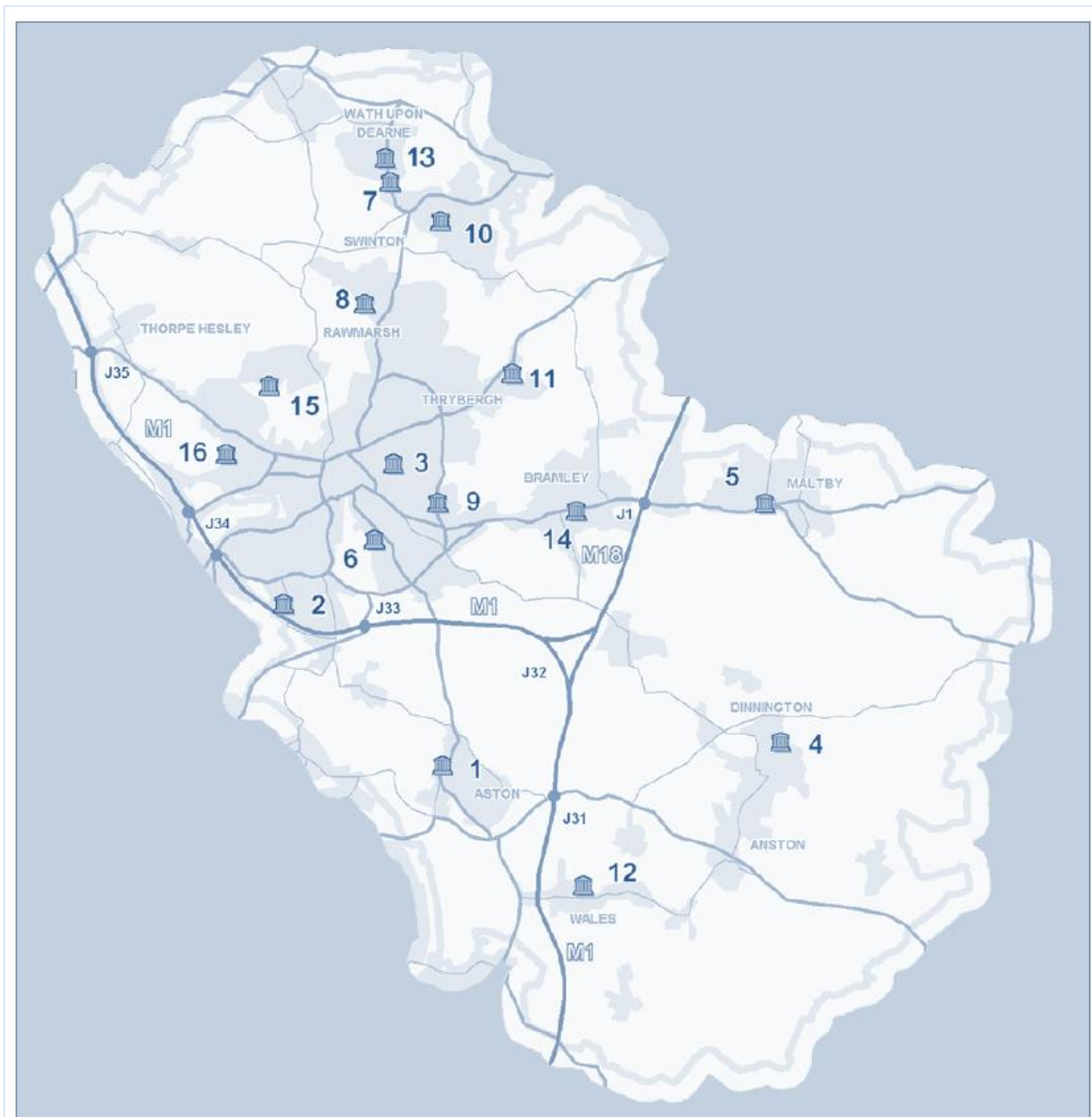
- Aston Academy
- Brinsworth Academy
- Dinnington High School
- Maltby Academy
- Swinton Academy
- Wales High School
- Wath Academy
- Wickersley School and Sports College

The admissions policy and arrangements for the sixth form are the responsibility of the governing body and not the Local Authority. Parents who wish their child to attend a sixth form at the end of Year 11 should contact the school(s) direct for further information and advice.

Admission to Independent Schools

Independent schools are not subject to the 1998 Schools Standards and Framework Act as amended by the Education Act 2002 and make their own admission arrangements. Rotherham Authority has no scheme to assist parents seeking places for their children at independent schools.

Location of Rotherham Secondary Schools



No	School Name	No	School Name
1	Aston Academy	9	St. Bernard's Catholic High School
2	Brinsworth Academy	10	Swinton Academy
3	Clifton Community School	11	Thrybergh Academy & Sports College
4	Dinnington High School	12	Wales High School
5	Maltby Academy	13	Wath Academy
6	Oakwood High School	14	Wickersley School & Sports College
7	Saint Pius X Catholic High School	15	Wingfield Academy
8	Rawmarsh Community School	16	Winterhill School

List of Secondary Schools in Rotherham

School, Age Range & Category School Contact Details	Admission Number (Only applies to Year 7)	Net Capacity Assessment	Projected Number on Roll 2024/25
<p>ASTON ACADEMY 11-19 Academy</p> <p>Aughton Road, Swallownest, Sheffield S26 4SF Tel: 0114 2872171</p> <p>Email: info@astonacademy.org</p> <p>Web: www.astonacademy.org</p>	300	1800	1701
<p>BRINSWORTH ACADEMY 11-19 Academy</p> <p>Brinsworth Rd, Brinsworth, Rotherham S60 5EJ Tel: 01709 828383</p> <p>Email: administration@bri.leap-mat.org.uk</p> <p>Web: www.brinsworthacademy.org.uk</p>	270	1487	1511
<p>CLIFTON COMMUNITY SCHOOL 11-16 Academy</p> <p>Middle Lane, Rotherham S65 2SN Tel: 01709 515005</p> <p>Email: info@cliftonschoool.org</p> <p>Web: www.cliftonschoool.org</p>	250	1250	1144
<p>DINNINGTON HIGH SCHOOL 11-19 Academy</p> <p>Doe Quarry Lane, Dinnington, Sheffield S25 2NZ Tel: 01909 550066</p> <p>Email: info@din.leap-mat.org.uk</p> <p>Web: www.dinningtonhigh.co.uk</p>	210	1444	1080
<p>MALTBY ACADEMY 11-19 Academy</p> <p>Braithwell Road, Maltby, Rotherham S66 8AB Tel: 01709 812864</p> <p>Email: info@maltbyacademy.com</p> <p>Web: www.maltbyacademy.com</p>	200	1250	1220

<p>OAKWOOD HIGH SCHOOL 11-16 Academy</p> <p>Moorgate Road, Rotherham S60 2UH Tel: 01709 512222</p> <p>Email: info@oakwood.ac Web: www.oakwood.ac</p>	210	1050	1057
<p>SAINT PIUS X CATHOLIC HIGH SCHOOL 11-16 Voluntary Aided</p> <p>Wath Wood Road, Wath upon Dearne, Rotherham, S63 7PQ Tel: 01709 767900</p> <p>Email: info@saintpiusx.school Web: www.saintpiusx.school</p>	140	685	724
<p>RAWMARSH COMMUNITY SCHOOL 11-16 Academy</p> <p>Monkwood Rd, Rawmarsh, Rotherham S62 7GA Tel: 01709 710672</p> <p>Email: rcsmail@rawmarsh.org Web: www.rawmarsh.org</p>	222	1225	1105
<p>ST. BERNARD'S CATHOLIC HIGH SCHOOL 11-16 Catholic Voluntary Academy</p> <p>Herringthorpe Valley Road, Rotherham S65 3BE Tel: 01709 828183</p> <p>Email: schooladmin@sbch.org.uk Web: www.sbch.org.uk</p>	155	700	800
<p>SWINTON ACADEMY 11-19 Academy</p> <p>East Avenue, Swinton, Mexborough S64 8JW Tel: 01709 570586</p> <p>Email: info@swintonacademy.org Web: www.swintonacademy.org</p>	200	1320	1010
<p>THRYBERGH ACADEMY & SPORTS COLLEGE 11-16 Academy</p> <p>Arran Hill, Park Lane, Thrybergh, Rotherham S65 4BJ Tel: 01709 850471</p> <p>Email: contacts@thrybergh.com Web: www.thrybergh.com</p>	140	704	548

<p>WALES HIGH SCHOOL 11-19 Academy</p> <p>Storth Lane, Kiveton Park, Sheffield S26 5QQ Tel: 01909 771291 Email: info@waleshigh.com Web: www.waleshigh.com</p>	310	1867	1887
<p>WATH ACADEMY 11-19 Academy</p> <p>Sandygate, Wath upon Dearne, Rotherham S63 7NW Tel: 01709 760222 Email: enquiries@wathacademy.com Web: www.wathacademy.com</p>	330	1950	2100
<p>WICKERSLEY SCHOOL AND SPORTS COLLEGE 11-19 Academy</p> <p>Bawtry Road, Wickersley, Rotherham S66 1JL Tel: 01709 542147 Email: contactus@wickersley.net Web: www.wickersley.net</p>	340	2280	2140
<p>WINGFIELD ACADEMY 11-16 Academy</p> <p>Wingfield Road, Rotherham S61 4AU Tel: 01709 513002 Email: wfa-office@nclt.ac.uk Web: www.wingfieldacademy.org</p>	200	975	1090
<p>WINTERHILL SCHOOL 11-16 Academy</p> <p>High Street, Kimberworth, Rotherham S61 2BD Tel: 01709 740232 Email: admin@winterhill.org.uk Web: www.winterhill.org.uk</p>	200	1528	877

Further information on the 2023 allocation process

The information below may help when you are considering which schools to put on your Common Application Form. This is a guide only and reflects the outcome for applications received by 30 November 2022. Places were allocated on the National Offer Day - 1st March 2023.

SCHOOL NAME AND OVERSUBSCRIPTION INFORMATION	Places Remaining	Number of Applications	Number of Applicants placed on the waiting list
Wales High School was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from applications in category 8 - children who lived nearest to the school as determined by the admissions criteria.	0	369	59
Wickersley School & Sports College was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from applications in category 8 - children who lived nearest to the school as determined by the admissions criteria.	0	428	88
Wingfield Academy was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from applications in category 8 - children who lived nearest to the school as determined by the admissions criteria.	0	220	20
Oakwood High School was oversubscribed at the time of allocation. After priority had been given to children with an Education, Health and Care Plan and those who fell into categories 1 to 7 of the admissions criteria, the remaining places at this school were filled from applications in category 8 - children who lived nearest to the school as determined by the admissions criteria.	0	257	47

Winterhill School and **Clifton Community School** were also full on the offer day although it was not necessary to place any children on a waiting list.

Rawmarsh Community School - 7 pupils were declined on National Offer Day; these pupils were subsequently offered places when the school increased their admission number.

Oversubscribed Catholic High Schools/Academies

School	Places Remaining	Number of Applications	Number of Applicants placed on the waiting list
Saint Pius X Catholic High School	0	211	69
St. Bernard's Catholic High School	0	260	104

Section 5

THE ADMISSION CRITERIA – IS YOUR CHILD ELIGIBLE FOR A SCHOOL PLACE?

This section contains information on the admissions criteria for schools in Rotherham.

Under the provisions of the School Standards and Framework Act 1998 schools are required to admit children up to their published admission number. The admission number is the number of children that it is intended to admit into Year 7 and is derived from the capacity of the school. Further information on admission numbers and net capacity can be found in the table in Section 4.

Rotherham Schools

With the exception of one school, all secondary schools in Rotherham Authority are Academies and as such the Academy Trust for each school is the Admission Authority. The Governing Body of Saint Pius Catholic High School is the Admission Authority for their school.

The Admission Authority of each secondary school is responsible for determining their own admission arrangements including the admission criteria which will be used to allocate places. Places will be offered by Rotherham Local Authority on behalf of the Academy Trustees and the Governing Body of St Pius X Catholic High School.

Admission Authorities will consider all preferences equally, which means that no priority will be given according to the ranking of the preference, except where a potential offer can be made in respect of more than one school. Where the number of applications for a particular school is greater than the admission number, the LA will use the following criteria for allocating places in Rotherham. Applications will be prioritised with the highest priority being given to criterion 1 then criterion 2 and so on. Places will be potentially offered in priority order up to the published admission number (PAN).

Each admission authority is responsible for determining how places will be allocated should the admission number be reached mid category, and this will be stated in their admission arrangements.

Distance measurements are calculated (by the Admissions Team) using a Geographical Information System which applies seed points as determined by Ordnance Survey. Measurements are taken from the seed point of the ordinary place of residence to the seed point of the school. Where the school has more than one seed point, the seed point closest to the geographical centre of the school site is used.

Where places are being allocated based on the distance criteria, as part of the distance tiebreaker, and there are insufficient places within the admission for two (or more) children living in the same building (e.g., flats) or otherwise equidistant from the school, then any final place will be allocated by the simple drawing of lots by a representative independent of the Admission Authority.

Where applications are received for twins, triplets, siblings born in the same academic year etc these will be treated equally as there is nothing within any admission criteria to distinguish between them.

The Admission Criteria for Rotherham Schools

The Admission Authorities of the 10 academies listed below have determined that the following admission criteria will be used to allocate places at each of these schools. Individual admission policies for the remaining six schools, not listed below, are published later in this section.

Parents are advised to read the full admission arrangements for their preferred schools which are published on each school website. Website information is provided in the table in Section 4 of this booklet.

- Aston Academy
- Brinsworth Academy
- Clifton Community School
- Dinnington High School
- Rawmarsh Community School
- Swinton Academy
- Thrybergh Academy and Sports College
- Wales High School
- Wath Academy
- Wickersley School and Sports College.

Children with an Education Health and Care Plan that names a school in the final Plan must be admitted to the school that is named as part of that process.

Remaining Places will be allocated in the following order of priority:-

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who, on 30 November 2023, have a specific medical reason, confirmed by a medical practitioner, which the Admission Authority is satisfied makes attendance at **that particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30 November 2023 have a compelling social reason which the Admission Authority is satisfied makes attendance at **that particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application.

Please note: Very few cases are agreed annually on medical or social grounds

- 4 Children who, on 30 November 2023, live in the catchment area of the school as defined by the Admission Authority and it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 5 Children who, on 30 November 2023, live in the catchment area of the school as defined by the Admission Authority (see note (b) below)
- 6 Children who, on 30 November 2023, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2024 (see notes (c) and (d) below)
- 7 Children who, on 30 November 2023, are on the roll of one of the associated primary/ junior/junior and infant schools as identified by the Admission Authority. (see note (f) below)
- 8 Children who, on 30 November 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

NOTES

- a) A 'looked after child' is a child that is looked after by a local authority in accordance with Section 22(1) of the Children Act 1989 at the time an application for admission to a school is made.

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). This includes those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care or were accommodated by a public authority, a religious organisation or any other provider of care whose sole or main purpose is to benefit society.

- b) Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g., Council Tax bill, Residence Order, etc. The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the **30 November 2023**.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education. Where there is a dispute between parents over which school is the preferred school for their child, parents are advised that this should be resolved by both parties either amicably or, if this is not possible, parents should seek legal advice and the matter may need to be resolved by the Family Court.

Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence. The Local Authority may undertake a home visit without prior notice to verify a child's home address.

- c) For a child to be considered a sibling, one of the following conditions must exist:- (you may be asked to provide proof e.g., Birth Certificate and proof of residence)

- brother/sister to be permanently resident at the same address.
- stepbrother/stepsister to be permanently resident at the same address.
- half-brother/half-sister to be permanently resident at the same address.
- brother/sister who do not live at the same residence but, who share the same parents.
- child of the parent/carer's partner to be permanently resident at the same address.
- adopted brother/sister permanently resident at the same address
- foster brother/sister resident at the same address

- d) With the exception of pupils at Wickersley School and Sports College children with an older brother or sister on the roll of a school which has a sixth form will be considered as having a sibling at the preferred school if the older child is in Y11 or Y12 on **30 November 2023**.

With the exception of pupils at Wickersley School and Sports College, any older child currently in Y13 on **30 November 2023**, where it is indicated they will continue at the school for another academic

year, will be considered a sibling when the continued attendance at the sixth form is confirmed by the Head of the Sixth Form of the school concerned. Parents should ensure that they clearly indicate this information on their Common Application Form. All other Y13 students will not be considered under the sibling criteria.

Applications made by Year 11 students to attend a sixth form at a school other than the one they are currently on the roll of cannot be considered under the sibling criteria. Wickersley School and Sports College will no longer consider children who will be in Years 12 and 13 in September 2024 as qualifying siblings for a younger child applying to join the school in Year 7.

- e) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- (f) [Associated \(Feeder\) Primary Schools for Rotherham Secondary Schools](#)

Below is a list of the associated (feeder) Primary/Junior/Junior and Infant Schools. The schools listed below do not include Catholic Primary Schools in Rotherham:

Aston	Aston All Saints CE Primary School, Aston Fence J&I School, Aston Hall J&I School, Aston Lodge Primary School, Springwood Junior Academy, Aughton Junior Academy, Swallownest Primary School, Treeton CE Primary School, Waverley Junior Academy.
Brinsworth	Brinsworth Howarth Primary School, Brinsworth Manor Junior School, Brinsworth Whitehill Primary School, Catcliffe Primary School, Waverley Junior Academy, Whiston J&I School, Whiston Worrygoose J&I School.
Clifton	Badsley Primary School, Coleridge Primary School, East Dene Primary School, Eastwood Village Primary School, Herringthorpe Junior School, St Ann's Primary School.
Dinnington	Anston Brook Primary School, Anston Greenlands Primary School, Anston Park Junior School, Dinnington Community Primary School, Laughton J&I School, Laughton All Saints CE Primary School, Woodsetts Primary School.
Maltby	Maltby Craggs Community School, Maltby Lilly Hall Academy, Maltby Manor Academy, Maltby Redwood Academy, Ravenfield Primary Academy.
Oakwood	Broom Valley Community Primary School, Canklow Woods Primary School, Sitwell Junior School.
Rawmarsh	Rawmarsh Ashwood Academy, Monkwood Primary Academy, Rawmarsh Rosehill Junior School, Sandhill Primary Academy, Rawmarsh Thorogate J&I School
Swinton	St Thomas CE Primary School, Kilnhurst Primary School, Brookfield Primary Academy, Swinton Fitzwilliam Primary School, Swinton Queen Primary School.
Thrybergh	Foljambe Primary School, High Greave Junior School, Thrybergh Primary School, Thrybergh Fullerton CE Primary Academy, Trinity Croft CE Primary Academy.
Wales	Anston Hillcrest Primary School, Harthill Primary School, Kiveton Park Meadows Junior School, Thurcroft Junior Academy, Todwick Primary School, Wales Primary School.
Wath	Brampton the Ellis CE Primary School, Wath CE Primary School, Wath Central Primary School, Wath Victoria Primary School, Wentworth CE J&I School, Highfield Farm Primary School.

Wickersley	Bramley Grange Primary School, Bramley Sunnyside Junior School, Flanderwell Primary School, Listerdale Junior Academy, St Albans CE Primary School, Wickersley Northfield Academy.
Wingfield	Greasbrough Primary School, Redscope Primary School, Rockingham J&I School, Roughwood Primary School, Thorpe Hesley Primary School*.
Winterhill	Blackburn Primary School, Ferham Primary School, Kimberworth Community Primary School, Meadowview Primary School, Thornhill Primary School, Thorpe Hesley Primary School.

* Although Thorpe Hesley Primary remains an associated school for Winterhill. Wingfield Academy have also deemed to consider applications from pupils at this school within their admissions policy.

ADMISSION POLICIES FOR ALL OTHER SCHOOLS IN ROTHERHAM

For parents who are naming one of the following schools as a preference within their application, please find below the specific admission criteria for the following schools:-

- Maltby Academy
- Oakwood High School
- Saint Pius X Catholic High School
- St Bernard's Catholic High School
- Wingfield Academy
- Winterhill School

Parents are advised to read the full admission arrangements for their preferred schools which are published on each school website. Website information is provided in the table in Section 4 of this booklet.

MALTBY ACADEMY – Admissions Criteria 2024/25

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names this school and these children must be admitted to the school if named as part of that process. The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

- 1 Relevant Looked After Children and previously looked after children (see note (a) below).
- 2 Children who, on 30th November 2023, have a specific medical reason, confirmed by a medical practitioner, which the Admission Authority are satisfied makes attendance at this school essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30th November 2023, have a compelling social reason which the Admission Authority are satisfied makes attendance at this school essential. The kind of overriding social reasons which could be accepted are where there is evidence that the child's education would be seriously impaired if he or she did not attend the preferred school. Parents should ensure that they provide full supporting information to be considered along with their application. Please note: Very few cases are agreed annually on exceptional medical or social grounds

- 4 Children who, 30th November 2023, live in the catchment area of this school as defined by the Local Authority and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 5 Children who, on 30th November 2023, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools as identified by the Authority. (see note (f) below)
- 6 Children who, on 30th November 2023, live in the catchment area of the school as defined by the Local Authority (see note (b) below)
- 7 Children who, on 30th November 2023, it is expected will have an older brother or sister on the roll of the preferred school in Years 8-11 at the start of the academic year 2024 (see note (c) and (d) below)
- 8 Children who, on 30th November 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

Notes - (a) to (f)

Please refer to the information on pages 24-26 of this booklet for the relevant notes (a) to (f) which also relate to the Admissions criteria above for Maltby Academy.

OAKWOOD HIGH SCHOOL – Admissions Criteria 2024/25

The Published Admission Number for entry to Year 7 for Oakwood High School is 210.

A) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names the school, these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

B) For all other applications places will be allocated in the following order of priority:

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who have a specific medical reason, confirmed by a medical practitioner, which the Admissions Authority is satisfied makes attendance at **this particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who have a compelling social reason which the Admissions Authority is satisfied make attendance at **this particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend this school. Parents should ensure that they provide full supporting information to be considered along with their application.

*** Please note: Very few cases are agreed annually on exceptional medical or social grounds*

- 4 Children who live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (b), (c) and (d) below)
- 5 Children who live in the catchment area of this school as defined by the Authority (see note (b) below)

- 6 Children who it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (c) and (d) below)
- 7 Children who are on the roll of one of our feeder and associated primary/ junior/junior and infant catchment area schools as identified by the Authority. (see note (d) below)
8. Children of staff at the school meeting the following criteria:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
 - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
9. Children who live nearest to the school, measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

Notes - (a) to (f)

Please refer to the information on pages 24-26 of this booklet for the relevant notes (a) to (f) which also relate to the Admissions criteria above for Oakwood High School.

SAINT PIUS X CATHOLIC HIGH SCHOOL - ADMISSION POLICY 2024/2025

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 140 pupils to year 7 in the school year which begins in September 2024.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a feeder Catholic primary school, namely: (see notes 3&4)
 - Sacred Heart Catholic Primary Goldthorpe;
 - St Michael & All Angels Catholic Primary Wombwell;
 - Our Lady and Saint Joseph’s Catholic Primary Wath-upon-Dearne;
 - St Alban’s Catholic Primary Denaby;
 - St Joseph’s Catholic Primary Rawmarsh;
 - St Helen’s Catholic Primary Hoyland
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Catechumens and members of an Eastern Christian Church. (see notes 5&6)

6. Children of other Christian denominations and children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see notes 7&8)
7. Any other children.

Within each of the categories listed above, the following provisions will be applied in the following order.

- (i) Where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at this school, the application will be placed at the top of the category in which the application is made. (see note 10)
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after children in (i) above. (see note 9)
- (iii) The attendance at a feeder Catholic primary school, namely: (see below) will increase the priority of an application within category 7.
 - Sacred Heart Catholic Primary Goldthorpe;
 - St Michael & All Angels Catholic Primary Wombwell;
 - Our Lady and Saint Joseph's Catholic Primary Wath-upon-Dearne;
 - St Alban's Catholic Primary Denaby;
 - St Joseph's Catholic Primary Rawmarsh;
 - St Helen's Catholic Primary Hoyland

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance (see page 22 of this booklet).

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 or 6. The Supplementary Information Form should be returned to the school office by 31st October.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 or 6, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic

Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of a baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.
5. 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
7. "children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. "children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
 - A religion which involves belief in more than one God, and
 - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'brother or sister' includes:
 - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
 - (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as child who is the subject of the application.
10. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
11. To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.
12. A child's home address refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

ST. BERNARD'S CATHOLIC HIGH SCHOOL - ADMISSION POLICY 2024/2025

St Bernard's is a Catholic Voluntary Academy for students between the ages of 11 to 16 years. As a Catholic Voluntary Academy, the Governing Body is responsible for admissions.

The admission number for Year 7, 2024/2025 is 155

Please note that admission to a Catholic Primary School does not guarantee admission to a Catholic High School.

If you would like to visit the school before applying, please call 01709 828 183 to make an appointment.

Application procedure

Applications are made by the completion of the ONLINE APPLICATION FORM or a PAPER FORM, available from the Local Authority in which you live. You should also complete the Diocese of Hallam SUPPLEMENTARY INFORMATION FORM (available online) and return to the school. Failure to complete and return the form may affect the admission category your child is placed in.

Criteria for Admission

Our priority is to provide Catholic secondary education for Catholic children resident in the parishes of Forty Martyrs', St Bede's, St Mary's (Herringthorpe), St Mary's (Maltby), Blessed Trinity, St Gerard's in the Rotherham Deanery and St Joseph's, Dinnington, in the Bassetlaw Deanery. Applications from Catholic and Non-Catholic children who have an Education, Health and Care Plan (see note 1) will be admitted.

Where there are more applications for admission than the published admission number stated, as agreed with the Local Authority, the Governing Body will apply the following criteria in strict order of priority:

1. Catholic 'Looked After Children' and 'Previously Looked After Children' (see notes 2 and 3)
2. Other 'Looked After Children' and 'Previously Looked After'
3. Catholic children who are attending a Catholic feeder Primary School (see note 4)
(St Bede's Catholic Primary School – Rotherham; St Gerard's Catholic Primary School – Thrybergh; St Joseph's Catholic Primary School – Dinnington; St Mary's Catholic Primary School – Herringthorpe; St Mary's Catholic Primary School – Maltby)
4. Other Catholic children who have a sibling (see note 8) in school, at the time of enrolment
5. Other children who have a sibling in school, at the time of enrolment
6. Other children who attend a Catholic feeder Primary School (see list of schools at point 3 above)
7. Catechumens, members of the Orthodox Church, members of an Eastern Christian Church and other Christian children, resident (see note 10) within the Parishes detailed above (see notes 5,6,7)
8. Other Catholic children
9. Children who have at least one parent currently employed by St Bernard's Catholic High School, irrespective of their faith
10. Catechumens, members of the Orthodox Church, members of an Eastern Christian Church
11. Other Christian children
12. Other applications, who wish to be educated in a Christ-centred environment
13. Other children

Please refer to the 'Supplementary Information Form' which details the supporting documentation required with your application.

Tie break

With the exception of categories 1-6 above, should the published admission limit be reached mid category, priority will be given to those children who live nearest the school (please see page 22 of this booklet)

Notes

Education, Health and Care Plan

An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.

2. Looked After Children and Previously Looked After Children

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g., children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

3. Catholic children

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child living with a family where at least one of the parents is Catholic (e.g., a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

4. Attendance at a Feeder Primary School

For the purposes of this admission policy, attendance at a feeder primary school includes those who were prevented from attending a feeder school due to oversubscription of Catholics and whose application to attend was unsuccessful, normally evidenced by a letter of rejection from the feeder primary school.

5. Catechumen

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

6. Eastern Christian Church

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

7. Other Christian Denominations

"Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the

Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

8. Sibling

- (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- (ii) the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

9. Parent

A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

10. Place of residence

The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week, including weekends.

A child's 'home address' refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Oversubscription Criteria

At any time where there are more applications for places than the number of places available, places will be offered according to the order of priority, please refer to the 'Criteria for Admission' above.

WINGFIELD ACADEMY – Admission Criteria 2024/25

1.0 Introduction

Wingfield Academy is a 11-16 mixed comprehensive school in the Borough of Rotherham. As part of a Multi Academy Trust, we are our own Admissions Authority.

2.0 Admission Arrangements

Wingfield Academy as a member of New Collaborative Learning Trust has agreed a pupil admission number (PAN) of 200. Students will not be admitted above the PAN unless exceptional circumstances.

Where the published admission number for the school is likely to be reached mid category, places will be prioritised within that category by reference to the distance between the home address and the school (please see Page 22 of this booklet).

3.0 Admissions Criteria – Wingfield Academy

a) Children with Special Educational Needs:

A small number of children will have an Education Health Care Plan that names the school, these children must be admitted to the school if named as part of that process.

The majority of children with special educational needs will not require an Education Health Care Plan. Applications for children who have special educational needs but no Education Health Care Plan, will be considered on the basis of the Admission Authority's published admissions criteria.

b) For all other applications places will be allocated in the following order of priority:

- 1 Looked After Children and previously Looked After Children (see note (a) below).
- 2 Children who, on 30 November 2023, have a specific medical reason, confirmed by a medical practitioner, which the Admissions and Local Authority is satisfied makes attendance at **this particular school** essential. Parents should ensure that they provide full supporting information to be considered along with their application.
- 3 Children who, on 30 November 2023 have a compelling social reason which the Admissions and Local Authority is satisfied make attendance at **this particular school** essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend this school. Parents should ensure that they provide full supporting information to be considered along with their application.

*** Please note: Very few cases are agreed annually on exceptional medical or social grounds*

- 4 Children who, on 30 November 2023, live in the catchment area of the school as defined by the Authority and it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2025 (see notes (b), (c) and (d) below)
- 5 Children who, on 30 November 2023, live in the catchment area of this school as defined by the Authority (see note (b) below)
- 6 Children who, on 30 November 2023, it is expected will have an older brother or sister on the roll of this school in Years 8-11 at the start of the academic year 2024 (see notes (c) and (d) below)
- 7 a) Children who, on 30 November 2023, are on the roll of one of our associated primary/ junior/junior and infant catchment area schools as identified by the Authority. (see note (e) below)
- 8 Children of staff at the school meeting the following criteria:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made;and/or
 - b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.
- 9 Children who, on 30 November 2023, live nearest to the school measured by a straight line on a horizontal plane, (commonly known as measurement "as the crow flies").

4.0 Notes

- a) A 'relevant looked after child' is a child that is looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when he/she is admitted to the school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children in the Code mean such children who were adopted (or

subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- b) Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Local Authority Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility/council tax bill). Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned. The Admissions and Local Authority reserves the right to request an affidavit where there is uncertainty regarding a child's ordinary place of residence.
- c) For a child to be considered a sibling, one of the following conditions must exist: (you may be asked to provide proof e.g., Birth Certificate and proof of residence)
- brother/sister to be permanently resident at the same address.
 - stepbrother/stepmother to be permanently resident at the same address.
 - half-brother/half-sister to be permanently resident at the same address.
 - brother/sister who do not live at the same residence but, who share the same parents.
 - child of the parent/carer's partner to be permanently resident at the same address.
 - adopted brother/sister permanently resident at the same address
 - foster brother/sister resident at the same address
- d) Children of UK service personnel (UK Armed Forces) – For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children.
- e) **Associated Primary Schools for Wingfield Academy**
- Below is a list of our catchment area and associated Primary, Junior and Junior and Infant Schools: Greasbrough, Redscope, Rockingham, Roughwood and Thorpe Hesley.

WINTERHILL SCHOOL – Admission Criteria 2024/25

Introduction

Winterhill School is a 11-16 mixed comprehensive school in the Borough of Rotherham. As a Multi Academy Trust, we are our own Admissions Authority.

Arrangements for Admission

Winterhill School as a member of the Trust has an agreed admission number of 200.

Oversubscription Criteria

Where there are more applications for admission than places available, the following oversubscription rules will be used to determine which children will be allocated places, after children with Statements of Special Educational needs, where the statement names the Trust specifically, places will be offered to applicants ranked highest:

- 1) Children in public care (Looked After Children).
- 2) Students who will have an older brother or sister/siblings*continuing at Winterhill School at the time of admission of the younger child.

- 3) Children who attend a named Learning community or partner school (see list of schools below)
- 4) Children who live in Winterhill School Catchment Area (see map below)
- 5) Other students.

If the admission number is exceeded within criterion (4) priority will be given to those who live furthest from the nearest alternative school. If the Admission number is exceeded within any other criterion priority will be given to those who live closest to the school.

Definition of Older Brothers and/or Sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- Have one or both natural parents in common or
- Are related by a parent's marriage or related by parents living as partners at this address
- Are adopted or fostered by a common parent
- Where none of the above apply but children who are brought together by the same sex civil partnership and who are living at the same address are also considered to be siblings

We do not include "cousins" within our definition of sibling.

Section 6

MAKING AN APPLICATION FOR A SCHOOL PLACE

This section of the booklet is about the procedure you must follow to apply for a school place.

Before you submit your application, you are strongly advised to read this entire booklet and to have taken particular note of:

Section 3 How the Arrangements Work

This explains how, from the three preferences you express for a school, the Local Authority determines which school to offer you for your child.

Section 5 The Admissions Criteria – Is Your Child Eligible for a School Place?

This explains how, when a school has more applications than places available, it is decided if a child is eligible for admission.

You are advised to take account of the admissions criteria for each of your preferred schools which are published in Section 5. Every school must also publish their full admission arrangements on their school website. Website information is provided in the table in Section 4 of this booklet

The National Closing Date – 31 October 2023

Submit your application before this date.

Procedure for applying for a school place for Rotherham residents

If you are resident in Rotherham and you wish to apply for a school place for your child, you **MUST** apply via Rotherham Authority. *However, if you are the carer of a looked after child, the application must be submitted by the social worker via the Local Authority responsible for the child's care.*

If you wish to apply for a place for your child at a school in another authority you should name this school as one of your three preferences on the Rotherham Common Application Form. You are advised to contact the relevant local authority for a copy of their Admission to Secondary School Booklet, as the Admission Criteria and admission arrangements in other local authority areas may differ. The addresses of neighbouring authorities and their telephone numbers are provided in Section 11.

Key points on submitting your application

You can apply for a place at:

- A Catholic High School in Rotherham
- An Academy in Rotherham
- A school in any other Local Authority
- **Do not name the same school twice.** Doing so will not increase your chance of obtaining a place for your child at that school and you may also miss out on the opportunity of a place at a school which you could have requested as a second or third preference.
- Put the names of the schools in your order of preference – the school you most want your child to attend should go in box 1, your second preference school in box 2 and your third preference school in box 3.
- Complete all sections fully.

- Places will be allocated based on your residential address on **30 November 2023**. Therefore, you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g., utility bill, council tax bill, tenancy agreement, driving licence).

ONLINE APPLICATIONS

Rotherham Authority operates an online admissions service to enable parents to submit an application for their preferred school(s) via the Authority's website: www.rotherham.gov.uk/schools.

Advantages of applying online - If you apply online you will receive an email notification straight away that your application has been submitted and you can also request that you receive your decision by email on the National Offer Day of 1 March 2024. If you change any information in your online application after you have submitted it, please remember to re-submit your application.

If you do not have internet access at home, you can access a free email address at your local library. Please contact staff at your local library for help on how to do this. Alternatively, you can still complete and return the paper Common Application Form which you will need to request from the Admissions Team.

If you have any questions when completing your form, please click on the link for admissions.enquiries@rotherham.gov.uk on the "How to Contact Us" page within the online service.

What to do next if you are applying online

- Carefully read all the information contained within this booklet.
- Check you have completed all sections on the online Application Form
- If you need to provide any additional documentation in support of your application (eg, proof of address or medical information) you can upload it online as part of your application. Alternatively, you can post it to the Admissions Team with a covering letter stating your child's name and date of birth or email it to admissions.enquiries@rotherham.gov.uk. Failure to submit this information may affect the admission category your child is placed in.
- Press the submit button
- If you are applying for a Church School for your child you should complete a Supplementary Information Form. This should be forwarded along with any additional information requested in support of your application direct to the church school you are applying for.

COMMON APPLICATION FORMS

If you are unable to apply online or would simply prefer to complete a Common Application Form, please email the Admissions Team and one will be sent out to you.

What to do next if you are applying using the Common Application Form

- Carefully read the information contained within this booklet.
- Check you have completed all sections on the Common Application Form and signed it.
- Return your completed form to the Admissions Team attaching any supporting documentation (eg; proof of address or medical information) to the Admissions Team.
- If you are applying for a Church School for your child you should complete a Supplementary Information Form. Any additional information requested in support of your application should be

returned direct to the church school you are applying for. Failure to submit this information may affect the admission category your child is placed in.

- You must complete and return the Common Application Form by the closing date in order for your child to be included in the first round of school place offers made on the 1st March 2024.

What to do if you change your mind about the preference(s) you have made

What to do depends on when you change your mind.

If you change your mind before the 30 November 2023

If you have completed an online application you can make changes by logging back into your account.

Important – You must re-submit your online application after making any changes for them to take effect.

After the online service has closed all changes must be made using a Common Application Form which can be obtained by telephoning (01709) 823777.

- 1 Complete your new Common Application Form and return it to the Admissions Team, CYPS, Riverside House, Main Street, Rotherham, S60 1AE.
- 2 Attach a letter explaining that this is your second form to replace the original. Please name your original preferences in your letter. The Admissions Officer will then withdraw your original Common Application Form.

PLEASE NOTE: By submitting a second Common Application Form a parent is notifying the Authority to disregard your original Common Application Form. Please be aware that the Authority will only process one Common Application Form per child at any given time.

If you change your mind after 30 November 2023

If you change your preference after 30 November 2023, this will be dealt with as a late application **after** 1 March 2024. Your original application form will still be considered, and a letter will be issued based on this application on 1 March 2024. Consideration will then be given to your second Common Application Form.

If you wish to proceed and change your mind about the preferences you have made, please contact the Admissions Team on (01709) 823777.

Important - if it is possible to offer a place at your new preferred school, the offer of the school place made to you on 1 March 2024 will be withdrawn and may be re-allocated to another child.

If you change your mind after 1 March 2024

You are advised to contact the Admissions Team by email on admissions.enquiries@rotherham.gov.uk

Parents resident outside Rotherham but applying for a Rotherham School

- Any application for a place in a school outside your own authority should be made to the local authority in which your child resides naming your preferred Rotherham school(s).
- Follow the procedures for submitting the Common Application Form to your local authority. **Do not** apply direct to Rotherham, your application will be disregarded.
- Your Local Authority will liaise with Rotherham with regard to the availability of a place at your preferred school(s).
- On **1 March 2024** your Local Authority will write to you with a single offer of a school place for your child. This may be for a school in Rotherham if it is possible to offer a place at your preferred school.

REPEAT APPLICATIONS

It should be noted that it is the Authority's policy that repeat applications made for entry to the same year group at the same school will not be considered unless there has been a **significant and material change of circumstances** not previously considered which is relevant to the application for admission.

GENERAL DATA PROTECTION REGULATIONS (GDPR)

The information you supply will be used to consider your request for your child to be admitted to a school. This information is recorded on a secure computer system; any paper documentation may be scanned and saved electronically for future reference. Paper records are stored securely as confidential information and will be destroyed within agreed timescales.

Where necessary and as appropriate, information will be shared with other service areas within Rotherham Council or with external agencies that are involved in the health and welfare of children in line with information sharing agreements. If you have named a school in another Authority, a copy of the form will be forwarded by secure electronic means to that particular Authority for consideration.

If you have any questions, please contact the Admissions Team on 01709 823777 or email admissions.enquiries@rotherham.gov.uk.

Please note that completion and submission of Common Application Form does not guarantee a place in any of your preferred schools.

FRAUDULENT APPLICATIONS

Rotherham Authority takes very seriously any attempt to gain an advantage in the admissions process by giving false information. It is important that the admissions system is fair for everybody. Nobody should be allowed to cheat by using a friend or relative's address, a business address or by temporarily renting a property near to a popular school. Each year a number of parents try to get a school place by providing false information, which could result in them taking a place that should have gone to another child.

Whilst we do not request proof of address with every application, the Local Authority will investigate all instances where there is doubt or discrepancy in the information provided. Proof of residence at an address will be requested where an address on an application form differs from the information we hold and where there is an allegation or evidence that a parent may have provided false or misleading information in order to gain admission to a school. Your address will also be checked by reference to various records.

Once the Authority has made an offer of a school place it may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application or information from a parent which effectively denied a place to a child with a stronger claim, even if the child has already started at the school. In recent years a number of school places were withdrawn from children after it was proven that their parent(s)/carer(s) had supplied intentionally misleading or fraudulent information or had failed to notify the Admissions Team that they were no longer living at the address given on the application form. Where a place or an offer has been withdrawn, the application will be re-considered and a right of independent appeal offered if the place is refused, the child's name will also be placed on the waiting list if the preferred school is oversubscribed.

Section 7

HOW ARE APPLICATIONS PROCESSED?

This section explains what will happen to your application after it is received by the Admissions Team.

Stage 1 – is your child eligible for admission to the school?

Stage 2 – at which school will an offer of a place be made?

STAGE 1

The admissions criteria of the Admission Authority for your preferred schools will determine whether your child is eligible for admission and therefore whether a potential offer of a school place could be made.

- Brinsworth Academy, Dinnington High, St Bernard's Catholic High and Saint Pius X Catholic High - All applications which name one of these schools as a preference will be forwarded to the school in order for them to be considered and categorised against the published admission criteria of the relevant Academy Trust or the Governing Body (in the case of Saint Pius X).

The Admission Authority for these four schools will then notify the Local Authority's Admissions Team of the admissions category which has been determined by the Admission Authority for every child who has applied.

- Other Rotherham Academies - the Local Authority Admissions Team will categorise applications against the published admissions criteria of each individual Academy on behalf of their Admission Authority. Specific individual cases may be referred back to the Admission Authority for them to determine the admissions criteria for a child based on the information provided within the application.
- Schools outside of Rotherham - Where a parent applies for a school located in another Local Authority's area, Rotherham Admissions Team will forward the request for a place to the relevant Local Authority for consideration.

The Admissions Officers in the other Local Authority will subsequently inform the Rotherham Admissions Team of the outcomes of all applications made by Rotherham residents for their schools.

All Admission Authorities will operate an 'equal preference' system in relation to all preferences as explained in Section 3. If you require further information please contact the Admissions Team.

- If the number of applications is below the admission number the child is eligible for admission to the school.
- If the number of applications is above the admission number then places will be allocated in accordance with the admission criteria of your preferred school as shown in Section 5.

STAGE 2

For each of the three schools on the Common Application Form, the appropriate Admission Authority will know whether your child is eligible for admission to each school. If your child is eligible for admission there is a potential offer.

The single offer of a school place will be for the highest named school on the application form for which your child has a potential offer.

Please refer to the table in Section 3 illustrating the 8 possible outcomes for your three preferences.

On the **1 March 2024** the Admissions Team in Rotherham will send an email or letter to all parents of children resident in Rotherham, making the single offer of a school place.

What to do when you receive your offer letter

- If you are happy with the offer of a school place in Rotherham you do not have to do anything. Staff at the school will contact you in due course. However, if the school offered is in a neighbouring Authority, your letter may request that you confirm in writing whether or not you wish to accept the offer of a place.
- If you do not accept the offer of a school place you must write and tell the appropriate Admission Authority as soon as possible as there may be a waiting list for the school. A place cannot be withdrawn unless you have an alternative offer elsewhere.
- If you are unhappy with the school place offered and wish to appeal for a place at your preferred school(s), please refer to Section 10.

What happens if your child is not eligible for admission to any of the three schools you have listed on the Common Application Form?

Children living in Rotherham

Where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available.

For an explanation of how the nearest school is decided, please refer to Section 5. You do of course have the right of appeal to an independent appeals panel for all of the schools at which your child has been refused a place due to oversubscription.

Children living in another Authority

Please contact the Admissions Team in your home Local Authority for advice.

LATE APPLICATIONS RECEIVED AFTER NATIONAL CLOSING DATE

Rotherham Schools

- Late applications which name a school in Rotherham, Sheffield or Barnsley received by the Local Authority up to and including 30 November 2023 will be included in the offer of a secondary school place made on the national offer day as per the pre-existing agreement between Rotherham, Sheffield and Barnsley Authorities. This does not apply where the application names a school in a different Local Authority.
- You will not be offered a school place for your child on 1 March 2024 if the Admissions Team has not received an application from you by the closing date.
- If you have made a late application after 30 November 2023 and up to and including 1 March 2024 you will receive a letter notifying you whether your child is eligible for a place at one of your preferred schools, after 2 April 2024.
- If you submit a late application after 1 March 2024 and up to and including 31st August 2024 you will be notified as soon as possible after 2 April 2024 whether your child is eligible for a place at one of your preferred schools.
- In the above circumstances, if your child is a Rotherham resident and a place is not available at one of your preferred schools, your child will be allocated a place at your catchment area school (if places are available) or the next nearest school in Rotherham with available places.

- If no Common Application Form is received from you by 1 May 2024 and your child is a Rotherham resident a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with available places.

Late Applications for Schools not in Rotherham Authority

Common Application Forms which are received after the national closing date of 31st October 2023 and name a school in a different Authority will be forwarded to the relevant Local Authority. You are advised to contact that Local Authority for details of how it deals with applications received after this date.

You should read the information in the relevant Authority's Admission Booklet regarding late applications and contact Admissions Officers at that Authority if you require further advice.

WHAT HAPPENS IF YOUR CHILD IS NOT ELIGIBLE FOR A PLACE AT ONE OF YOUR PREFERRED SCHOOLS?

- If you have not been offered a place at any school which you named as a higher preference on your common application form than the school you have been offered, then your child's name will automatically be placed on the waiting list for the school(s) concerned.
- For children living in Rotherham where the Admissions Team cannot make a single offer for any of the three preferences stated on your Common Application Form, a place will be allocated for your child at your catchment area school (if places are available) or the next nearest school in Rotherham with places available. This offer cannot be withdrawn unless you are made an alternative offer elsewhere.
- For an explanation of waiting lists see Section 8.
- For any preference expressed by you where the Admission Authority has not offered you a place for your child, you have the right of appeal to an independent appeal panel.

NOTICE OF APPEAL

This is the form which must be completed if you wish to request that your case for admission into a school, at which you have not been offered a place for your child, is considered by an Independent Appeal Panel. For an explanation of Admission Appeals see Section 10.

Section 8

WAITING LISTS FOR OVERSUBSCRIBED SCHOOLS

Rotherham Schools

On the National Offer Day of 1 March 2024, the Admissions Team will establish a waiting list for Secondary Schools in Rotherham, where the number of applications for those schools has exceeded the available places in Year 7.

Your child's name will automatically be put on the waiting list for a school where they have not been made an offer of a place and where that school is ranked higher than the school at which an offer has been made. For more information on when your child's name will be placed on the waiting list for your preferred school, please refer to Table A.

TABLE A

Date application received by Admission Officers	Parent(s)/carer(s) notified of the decision	Date on which your child's name will be placed on the waiting list for your preferred school(s)
Applications received by 30 November 2023	1 March 2024 - decision letters or emails sent to parents advising them of the outcome of their application.	1 March 2024 - waiting lists established for each oversubscribed school. These will automatically include the names of children who have not been made an offer of a place at a school named as a higher preference on the application form than the school which has been offered.
Applications received from 1 December 2023 to 1 March 2024 inclusive.	1 April 2024 - decision letters sent to parents advising them of the outcome of their application.	1 April 2024 - waiting lists are updated to include the names of children whose application was received between the dates shown and for whom an offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 2 March 2024 to 2 April 2024 inclusive.	From 2 April 2024 - letters will be posted to parents advising them of the outcome of their application.	2 April 2024 - waiting lists will be updated to include the names of children whose application was received between the dates shown and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered.
Applications received from 3 April 2024 to 31st December 2024 inclusive.	Letters will be posted to parents following receipt of their application advising them of the outcome of their preference.	The names of children whose applications are received after 3 April 2024 , and for whom the offer of a place has not been made at a school named as a higher preference on the application form than the school offered, will be added to the waiting list as at the day the application form is received by the Admissions Officer.

All parents need to be aware that their child's name will not automatically be placed on the waiting list for a school which is named as a lower preference on their common application form than the school for which they have received an offer of a place.

Upon receipt of your offer if you wish for your child's name to be placed on the waiting list for a school named as a lower preference on your original application form than the school at which an offer has been made, you should submit this request in writing either by letter, by completion of a new common application form, or by email to admissions.enquiries@rotherham.gov.uk.

This written request will be considered as a late application based on the date of receipt of your written request and if this school is oversubscribed your child's name will be placed on the waiting list for your preferred school in accordance with Table A.

TABLE B

Preferred schools in rank order of the Common Application Form			
1 st	School A	W	Child is not automatically eligible for admission and therefore the child's name is automatically put on the waiting list because it is named as a higher preference than School B where the offer of a place has been made.
2 nd	School B	P	Preference can be met, and offer is made
3 rd	School C		Child is not eligible for admission however the child's name is not automatically put on the waiting list because it is named as a lower preference than School B where the offer of a place has been made.

TABLE C

The waiting lists for schools will be determined in accordance with each Admission Authority's admission criteria. The table below shows for all possible outcomes of expressing three preferences, which schools waiting lists a child's name will automatically be placed on.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	W	W	P	P	P	W	W
2 nd	School B	P	P	W	P			P	W
3 rd	School C	P	P	P		P			W

KEY – Tables B and C above

- P Place available – your child is eligible for admission which creates a potential offer
- W School oversubscribed – your child is not eligible for admission as determined by the admission criteria and their name will automatically be put on the waiting list.
- School oversubscribed – child is not eligible for admission as determined by the admission criteria however their name will not be put on the waiting list because they have been allocated a place at a higher preference of school.

When a place does become available it will be allocated to the child whose name is at the top of the waiting list on the day that the LA receives written confirmation of the vacancy. Where a number of children fall under the same admissions criterion, priority will be given to those children who live nearest to the school measured by a straight line on a horizontal plane (commonly known “as the crow flies”).

If your child is offered a place at a school from the waiting list, and the school is named as a higher preference than the school where they were previously offered, the place at the school originally allocated will be withdrawn. If you wish to keep the place at the school first offered, you should advise an Admissions Officer **immediately** on receipt of the letter or email as this place may be given to another child.

If you change your address, please notify the LA's Admissions Team providing proof of residence (i.e., council tax, utility bill, tenancy agreement, driving licence). Your child's place on the waiting list will then be reviewed.

The waiting list will be established on the national offer day and will be maintained up to and including 31st December 2024.

Important points about waiting lists

- A vacancy arises in Year 7, only when the number of offers to a particular school falls below the admission number, or in certain circumstances a higher number set by an independent appeals panel where it is determined that prejudice to efficient education would not occur.
- Waiting lists positions are subject to change. Parents need to be fully aware that no priority is given on the waiting list by reference to the date on which the application is received. Consequently, it is possible that the name of a child on the waiting list may be moved down the list to accommodate a later, unsuccessful applicant, who has a higher priority on the waiting list as determined by the admission criteria.
- Parents who intend to appeal against an Admission Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list(s);
- For those parents who proceed to an independent appeal, no weight may be given to a child's position on the waiting list.
- Placing a child's name on a waiting list does not mean that a place will eventually become available.

Schools outside Rotherham

If you have applied for a school(s) outside Rotherham the arrangements for the operation of waiting lists will be included in their Admission to Secondary School booklets. These arrangements may be different to those in Rotherham and therefore you may wish to contact the Admissions Team in the relevant Authority for further information and advice. Contact telephone numbers for neighbouring relevant Authorities are given in Section 11.

Section 9

INFORMATION ON APPEALS

You have the right of appeal to an independent appeal panel if you have received **written confirmation** that it has not been possible to offer your child a place at one or more of the schools you have applied for.

The reasons for not offering a place at the school(s) for which you have expressed a preference will be one of the following:

Reason 1 the number of applications exceeded the admission number for the school. This means the number of applications received for this school was higher than the number of places available (admission number) in the relevant year group.

For secondary schools the relevant year group is Year 7.

The admission criteria were applied and your application for your child was refused, because to admit any further children above that number would prejudice the provision of efficient education or the efficient use of resources.

Or

Reason 2 you were offered a place for your child at another school under the co-ordinated scheme. This means you were not offered a place for your child at this school because you were offered a place at a school named as a higher preference on your common application form in accordance with the Authority's co-ordinated scheme for admission.

The table below shows the eight possible outcomes of expressing three preferences for schools and for which schools the parent can appeal.

Please note: If you intend to appeal for a place at a school named as a lower preference than the one for which you have received an offer for your child, check with the Admissions Team before you decide to submit an appeal because there could still be places available at that school. This means you could be offered a place for your child at the school and therefore would not have to submit an appeal.

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	8
1 st	School A	P	A	A	P	P	P	A	A
2 nd	School B	PA	P	A	PA	A	A	P	A
3 rd	School C	PA	PA	P	A	PA	A	A	A

Key

P This was the highest named preference with a potential offer therefore the parent was offered a place at this school for their child.

A Your child was not eligible for a place at this school.
You have the right of appeal for a place at this school.

PA Your child was eligible for this school, but you were not offered a place for your child, because you were offered a place at a school named as a higher preference on your common application form. You have the right of appeal for a place at this school. However please check with the Admissions Team before submitting an appeal as a place may be available.

Appeals Procedure

All independent appeals are organised by the Appeals Clerk and follow procedures, which are set out in legislation and the School Admission Appeals Code of Practice. The Appeal Clerk, Appeal Panel and appeal process are independent of the Admission Authority.

The important requirements of any independent appeal are:

- a) appeals must be in writing stating the grounds on which the appeal is made;
- b) for all Rotherham schools, parents should lodge their appeal within 20 school days of the date of notification to parents that their application for a place at the school was unsuccessful. For schools outside Rotherham please contact the relevant Admission Authority for advice.
- c) every parent has the right to attend the independent appeal in order to make their case;
- d) the parent can be accompanied by a friend or be represented by them;
- e) independent appeals are heard in private;
- f) the decision of the Appeals Panel is binding on both parents and the Admission Authority;
- g) parents will receive written notification of the Appeal Panel decision.

General Information on Appeals

A separate document containing details of the appeals procedure is available to parents whose applications could not be satisfied.

- 1 Any member of the Authority may attend, as an observer, any hearing by an Independent Appeals Panel established by the Authority's Democratic Services.
- 2 Parents will be given at least 10 school days written notice of the date, time and place of the appeal hearing and following this will receive prior to the appeal written documentation summarising the reasons for refusing the admission.
- 3 If a parent does not attend the appeal or is not represented by another person the hearing may be held and the case dealt with in the absence of the parent using only the written documentation submitted.
- 4 In some cases, parents who are not successful at the appeal occasionally consider applying again for the same school in the same academic year. Unless there has been a significant and material change of circumstances which is relevant to the application for admission, the Authority is not required to reconsider its decision and therefore parents do not have the right of another appeal.
5. If there are a large number of appeals for a particular school a Group Appeal Hearing may take place.

Section 10

USEFUL CONTACTS

ADMISSIONS TEAM Children and Young People's Services,
Riverside House, Main Street, Rotherham S60 1AE
Tel: 01709 823777
Email: admissions.enquiries@rotherham.gov.uk

APPEALS CLERK Democratic Services,
4th Floor, Riverside House, Main Street, Rotherham S60 1AE
Tel: (01709) 822722 or 822721
Email: schoolappeals@rotherham.gov.uk

Diocesan Addresses

Catholic Diocese Diocese of Hallam, Schools Department, Hallam Pastoral Centre,
St Charles Street, Attercliffe, Sheffield S9 3WU
Tel: 0114 2566440
Email: schools@hallam-diocese.com

Church of England Diocese Diocese of Sheffield,
Church House, 95/99 Effingham Street
Rotherham S65 1BL
Tel: 01709 309100 or 309123
Email: reception@sheffield.anglican.org

Neighbouring Authorities

Barnsley School Admissions Section,
PO Box 634, Barnsley S70 9GG
Tel: 01226 773689 or 773588
Email: admissions@barnsley.gov.uk

Doncaster Admissions and Pupil Services,
Civic Office, Waterdale, Doncaster DN1 3BU
Tel: 01302 737204 or 737234
Email: admissions@doncaster.gov.uk

Sheffield Secondary Admissions, Moorfoot, Sheffield S1 4PL
Tel: 0114 2735790
Email: ed-secondary.admissions@sheffield.gov.uk

Derbyshire Derbyshire County Council, Admission and Transport Team
Council House, Saltergate, Chesterfield, S40 1LF
Tel: 01629 537479
Email: admissions.transport@derbyshire.gov.uk

Nottinghamshire Nottinghamshire County Council, North Base, Meadow House, Littleworth,
Mansfield, Nottinghamshire NG18 2TA
Tel: 0300 500 8080 Email: admissions.ed@nottscc.gov.uk

Section 11

ADDITIONAL INFORMATION ABOUT SECONDARY EDUCATION

[Charges and the Remission of Charges](#)

The prospectuses produced by individual schools contain a summary of the charging and a remission policy of the school's governing body in relation to charging for school activities. Full details of the governing body's policies are available at the school concerned.

[Complaints](#)

Information on making a complaint can be obtained from the Complaints Manager or from the school concerned.

Email: complaints@rotherham.gov.uk

[Early Help and Family Engagement](#)

This service promotes good attendance at schools and helps children and parents who are experiencing problems that may be preventing regular attendance at school.

Tel: 01709 822593/822137

[Educational Psychologists](#)

Educational Psychologists visit all schools within Rotherham Local Authority on a regular basis and work together with teachers, parents and other agencies/professionals to support any child who may be experiencing difficulties with learning. To contact the service please get in touch with the Head Teacher of your child's school.

[Employment of Children](#)

The employment of children is strictly controlled by legislation. For further information please call 01709 822137 / 01709 822593

[Exclusions](#)

Please contact 01709 334077 for advice and guidance on the exclusion process for parents and schools,

[Families Information Service](#)

This service offers free information and advice on local childcare provision.

Tel: 0800 073 0230

[Free School Meals](#)

Contact the Free Schools Meals Team in Riverside House, Main Street, Rotherham S60 1AE. Information and a claim form is on our website at www.rotherham.gov.uk

Tel: 01709 336065.

[Home to School Transport](#)

The Council's Home to School Transport Policy can be accessed via:

www.rotherham.gov.uk/homepage/74/school-transport-and-travel

The policy explains the criteria used in establishing a learner's eligibility for free transport assistance for those living in the Rotherham Authority. You can make an enquiry to see if your child is eligible for free transport assistance by using the links on the above webpage.

Public Examinations

Under the Authority's system of comprehensive education, children are entered for public examinations appropriate to their age, aptitude and ability.

Decisions on the particular examinations for which children are to be entered are a matter for the professional judgement of the Head Teacher and the teaching staff. Where entry is recommended by the Head Teacher entry costs will be paid by the school. The school may seek reimbursement from parents of children who fail, without good reason, to sit examinations for which they are entered.

Rotherham SEND Information Advice and Support Service (SENDIASS)

This service is available to offer impartial advice and information to parent(s)/carer(s) of children who have special educational needs. Please see www.rotherhamsendiass.org.uk/

School Dress Code

Parents should contact individual schools for details of their dress code or refer to the school's prospectus. Please note that the Authority is no longer able to offer assistance towards school uniform.

Special Educational Needs

Most children can cope well in their secondary school, although some children will be given extra help by the Special Educational Needs Department at their school. Parents should always make the school aware of any concerns which they may have. For further details contact the Education, Health and Care Planning Team - 01709 822660.

Staff Training Days (Inset)

Schools are closed for a number of days to allow for staff training. These could be at any point during the school year including the first and last day of term. Each school will inform parents when the school is be closed.

Vaccination (Immunisation)

Vaccination (immunisation) is one of the most effective public health measures in the world, protecting vulnerable individuals against a wide range of infectious diseases.

One of the most important things you as a parent can do for your child is to make sure that he/she is up to date with all of their routine childhood immunisations. This is particularly important as they prepare for transition to secondary school, as they will be mixing with a wide variety of children which will increase their risk of exposure to a range of serious and potentially fatal infections and viruses – remember these infections and vaccine preventable diseases still exist and can infect an unprotected individual. Vaccination is the most effective way of keeping them protected against these infectious diseases, as once your child has been vaccinated against a disease, their body can fight that disease more effectively should they come into contact with it. Vaccinations are quick, safe and extremely effective, but if you have any concerns you should contact your Practice Nurse or 0-19 Nurse Practitioner (School Nurse) to discuss. All national immunisation schedule vaccinations are free of charge on the NHS.

By the time your child starts school they should have been vaccinated against:

Tetanus; Diphtheria; Polio; Whooping Cough; Haemophilus Influenza (type b); Pneumococcal disease; Meningitis (Type C); Measles; Mumps and Rubella. If you feel that your child missed any of their primary or pre-school booster vaccinations then please check with your GP practice as they can be caught up easily. As we are seeing an increase in vaccine preventable disease outbreaks locally, nationally and globally, the only way you can fully protect your child is through vaccination, so please take the time to check if you are uncertain.

The following vaccines will be offered to your child while at secondary school via the school immunisation team. For further information regarding the vaccine please see the NHS choices page or alternatively the school can provide the contact details for the school immunisation team or you can speak to your own practice nurse at your GP practice. Prior to immunisations taking place you will be provided with a consent form which is to be returned to the school.

12-13 Years

Human papillomavirus – HPV Vaccine is free from the NHS from the age of 12. This is 2 injections given 6-12 months apart and has newly been introduced to boys this academic year as well as girls.

14 Years

3 in 1 Teenage Booster- 1 injection of 3 vaccines protecting against Diphtheria Tetanus and Polio
Men ACWY Vaccine- 1 injection containing vaccines protecting against meningitis A, C W and Y

<https://www.nhs.uk/Conditions/vaccinations/>

If your child has a long term, serious or chronic medical conditions such as respiratory disease, heart disease, liver disease, diabetes or neurological disease for example, your child will be eligible for a free NHS flu vaccination please contact your GP practice for more information. As the flu vaccination changes every year to match the predicted and current circulating strains of the virus, it is imperative that to provide full protection that your child receives the flu vaccine every year if they are in a eligible group.

<https://www.nhs.uk/conditions/vaccinations/flu-influenza-vaccine/>